

PERSONNEL BOARD  
Trustee's Room at the Library  
Monday, June 15, 2015 @ 7:30 PM

Present: S. Crown, T. Delaney, J. King, E. Richter, Asst. Town Administrator, Chairman D. Kearns.

Topic	Discussion	Action
Meeting Minutes:	The minutes of the 5/18/15 Personnel Board Meeting were reviewed.	S. Crown moved to approve the 5/18/15 meeting, seconded by T. Delaney, Vote: 4-0. J. King abstained as he was not present on 5/18/15.
Old Business:	<p><b><u>Paid Time Off &amp; Benefits Survey:</u></b> E. Hines distributed the latest version of the spreadsheet with the information obtained to date. More information on leave times was available; still working on specifics of health insurance plans offered by the various communities.</p> <p>The spreadsheet will continue to be amended with new information and distributed to Personnel Board members.</p>	
New Business	<p><b><u>FY15 Performance Evaluation Forms:</u></b> J. King recommended putting something on the evaluation form(s) that indicates these are a “work in progress”. E. Richter said that changes to these forms annually is not atypical, but that it’s clear that they have been finalized for a particular year.</p> <p>A rating scale of 3 for managers and a 5 for staff. Managers will be a 5-3-1, and staff will be a 5-4-3-2-1.</p> <p>A line for the H/R Director to sign the evaluation will be added, in addition to the other signatures: Department Head, Personnel Board, and the Board of Selectmen. The Personnel Board should sign off on the evaluations before they go to the Board of Selectmen. The employee will review it but they won’t sign the evaluation until after the Personnel Board reviews it and signs it.</p> <p>Manager’s evaluation: The Asst. Town Administrator said the manager’s evaluation was cleaned up; they tried to get it down to five points. S. Crown said how do we separate “far exceeding” and “proficient” as they are written; how about parallel points. That way it’s clear across the</p>	

board. On the “far exceeding” you may want to have words like “role model”, “leadership”, “proactive”, “developed a new way...”; indicating they are going the extra mile. Add something about knowledge for managers. S. Crown recommended adding “knowledge”. E. Richter said the bullets are going to need to be lined up. There are seven essential job functions.

Staff evaluation: There are five essential job functions for staff and two goals. Under “respect” is “accepts personal responsibility for work”, she doesn’t know where it should go but she doesn’t believe it belongs under “respect”. Under “service” the last sentence is “privilege to do so” she recommends something like “always goes out of the way to be sure a customer’s needs are met”.

On the evaluation schedule, S. Crown recommended changing the July 6 to August 21 to July 6 to August 14. M. Vieira said the date of calibration training needs to be decided; he will discuss with managers this week.

#### **Personnel Regulations**

Accruals (Vacation, sick, personal, holiday, compensatory time): M. Vieira said we’re going to be tracking these with SoftRight, rather than managers tracking these themselves. There is no “fronting” of vacation time. It is accrued each pay period; the anniversary date is different for every employee. Employees are allowed to take vacation time at “no pay”. Staff do not accrue vacation time for the first six months of employment as that is the probationary period; after the completion of twelve months of service, the full first year’s accrual is available for them to use. If an employee doesn’t have sick time, they can’t use it. Two of the thirteen sick days can be converted to personal days. What increments can be taken for the various leave times was reviewed. It was recommended that half-day increments was reasonable. Even though it ends at 1pm for most employees, if Friday is taken off, a full day off is recorded. Tuesday is a longer day; however it is recorded as a regular day when taken off. Compensatory time was discussed. This is for Exempt employees only, non-Exempt employees are paid for every hour worked and time and a half for any hour in excess of 40/week. Some managers are tracking their comp time, hour for hour. It has been explained to them that managers’ work until the work is done, they can flex their schedules with managers approval. E. Richter said the difference between comp time and flex time should be explained. It was recommended having Kopelman & Paige conduct a training for managers on the difference between exempt and non-exempt employees. Chairman Kearns said SoftRight should not be tracking comp time at all; comp time should be taken in the same week.

	<p><b><u>Personnel Board Member Recruitment:</u></b> This is T. Delaney's last meeting. Chairman Kearns read some names that he identified in the street listing as having a Human Resource background listed as their occupation. He will contact them to determine if they would be interested in sitting on the Personnel Board.</p> <p>9:30 pm: Meeting adjourned</p>	
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**Next Meeting:** Monday, 7/20/15 at 7:30 pm in the Trustee's Room at the library.